

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
20-12	April 16, 2020	May 1, 2020

POSITION: Administrative Assistant

LOCATION: Big Horn County Sheriff's Office

SALARY: \$13.10 per hour, plus benefits

DUTY HOURS: 8:00-17:00, M-F

MAJOR DUTIES: Under minimal direction and supervision, serves as Confidential Secretary to the Sheriff and Undersheriff, performing varied secretarial duties, including correspondence, reports, budgeting, record keeping and bookkeeping; in charge of the Civil Department, including summons, executions, civil papers, Sheriff's sales, any civil papers prepared for service and follows each case through in timely, accurate, and complete manner. Monitors status of trials and court dispositions, jail records, case files, maintains Sheriff's Office internal financial records; maintains contact with the public and other agencies on behalf of the Sheriff and Undersheriff. Work will vary and is sometimes demanding; deadlines must be met. Other duties as assigned.

QUALIFICATIONS: Graduation from High School or equivalent; never been convicted of a felony. Computer experience, plus a minimum of three (3) years of progressively responsible secretarial experience required. Must respect and safeguard non-public confidential information. Must be able to communicate clearly both written and spoken and must be friendly, professional, tactful and courteous at all times. Must possess a valid Montana Driver License and must be an insurable driver.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

DISTRIBUTION: Countywide

HOW TO APPLY: Submit a Big Horn County public safety application (include driving record, if from a state other than Montana in last five (5) years) to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email rjohnson@bighorncountymt.gov.

DEADLINE: Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: April 16, 2020

Bill to: Big Horn County Sheriff's Office